



Financial Controller (Permanent)

Purpose of this role

The Financial Controller at the Irish Management Institute (IMI) plays a critical role in supporting financial decision-making, monitoring performance, and ensuring the efficient allocation of resources. This position is responsible for managing day-to-day operations in the Finance department, providing accurate and timely financial analysis, preparing management reports, and assisting in budgeting and forecasting activities. The Financial Controller contributes to the overall financial health and success of IMI through their expertise in management accounting.

The appointee will report to the Head of Finance.

About us

Leadership. It's more than a job – it's a mindset. It's the capacity to inspire, empower and create new possibilities.

IMI's mission, and passion, is to equip leaders to build the future. We are world-class specialists in enabling and inspiring leadership performance. We challenge and support leaders to fulfil their ambition – unlocking their potential and giving them the skills to deliver exceptional performance.

We've been shaping world-class executives for over seventy years. Founded by business leaders, for business leaders, and now in partnership with UCC's expert research faculty, we deliver intensively practical executive education that works in the real world. Our unique global rankings are a testament to our impact.

Any day spent at IMI challenges assumptions, deepens perspective and amplifies ability to lead. Do you have what it takes to work with IMI? Join us on our mission to equip leaders to build the future, and you will shape the future of leadership in Ireland.

IMI. Inspiring Leadership Performance.

IMI is strongly committed to protecting your personal information and we process and protect your personal data in accordance with our Privacy Notice which can be accessed on our website at the following address <http://www.imi.ie/about-imi/careers-imi>

IMI is an equal opportunity employer.

Key Responsibilities:

(This job description outlines the primary duties and requirements of the position. It is not intended to be an exhaustive list of all duties and responsibilities. IMI reserves the right to amend and change the job description as necessary):

1. Accounting operations

- Managing all day-to-day accounting operations within the finance department, including invoicing, vendor payments, accounts receivable, and accounts payable.
- Management and leadership of the accounting team.
- Management of the monthly payroll runs.
- Responsibility for group taxation compliance, including the preparation and filing of relevant tax returns.

2. Audit and control

- Developing and documenting accounting policies and business processes that strengthen internal controls.
- Implement and manage a strong financial control environment, including reconciliation and oversight of balance sheet control accounts.
- Oversee the audit engagements with the external and internal auditors, ensuring audit requirements are met in timely manner to enable the audits to conclude in a timely manner.

3. Financial Analysis and Reporting:

- Prepare and analyse financial statements, budgets, and management reports to provide insights and support decision-making.
- Monitor key financial indicators, identify trends, and investigate variances against budgeted and historical performance.
- Perform financial modelling for future cash flow needs for the business operations.
- Collaborate with department heads to analyse financial data, providing guidance and recommendations for cost control and revenue optimisation.
- Manage all financial and management reporting; to include quarterly and annual management and statutory accounts preparation.
- Assist in the preparation of financial presentations for senior management and the Board, highlighting key performance indicators and financial trends.

4. Budgeting and Forecasting:

- Contribute to the annual budgeting process, working closely with the Finance Manager and other stakeholders.
- Preparation of budget templates, guidelines, and instructions for department heads.
- Consolidate departmental budgets, review submissions for accuracy and reasonableness, and prepare budget presentations.
- Support the ongoing forecasting process, providing regular updates and analysis to track performance against budget and identify potential risks or opportunities.

5. Cost Management and Analysis:

- Monitor and analyse costs across various departments and cost centres, ensuring cost efficiency and alignment with budgetary guidelines.
- Identify opportunities for cost savings and process improvements, making recommendations for streamlining operations.
- Conduct cost-benefit analyses and financial feasibility studies for potential projects, initiatives, or investments.

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6. Financial Systems and Process Improvement:

- Support the Head of Finance in implementing and optimizing financial systems and tools to enhance efficiency and accuracy in financial reporting.
- Collaborate with the IT department and external vendors to implement system upgrades, integrations, and enhancements.
- Participate in process improvement initiatives, identifying areas for automation, standardization, and increased efficiency.
- Provide training and support to finance and non-finance staff on financial systems, tools, and processes.

Work Location and Virtual Work: This role is based at IMI's headquarters in Dublin. Travel within Ireland and, occasionally, internationally is required to attend meetings, conferences and client engagements.

IMI recognises the importance of flexible work arrangements and promotes a hybrid work model that combines in-person and virtual work. The employee has the flexibility to work remotely for a part of their working hours, subject to operational requirements and the agreement of their line manager as outlined in the Hybrid and Flexible working policy.

Candidate Requirements

- A professional finance qualification such as ACCA, CIMA, ACA or equivalent.
- Proven experience in management accounting, financial analysis, and reporting.
- Previous experience of managing and developing a team.
- Sound knowledge of accounting principles, financial analysis techniques, and budgeting processes.
- Proficiency in financial software and ERP systems, with experience in data analysis and reporting tools.
- Expertise with Excel (advanced level), Microsoft Word; PowerPoint.
- Strong analytical and problem-solving skills, with the ability to interpret complex financial data and provide actionable insights.
- Excellent attention to detail and accuracy in financial reporting and analysis.
- Ability to work with cross-functional teams and communicate financial information effectively to non-finance stakeholders.
- Strong organisational and time management skills, with the ability to prioritize and meet deadlines in a dynamic environment.
- Be flexible and be able to work outside standard business hours as required.
- Experience in the education or professional development sector is advantageous but not essential.
- Knowledge of Irish accounting standards and tax regulations is desirable.
- Ability to maintain confidentiality and handle sensitive financial information with integrity.

IMI's Values

IMI's Values and Behaviours Framework identifies 6 core Values that we fundamentally believe in as central to our culture, brand and organisational identity.

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To ensure IMI recruit the right people to join our team, people who actively reflect our values and culture, we take a competency-based approach to interviewing. Candidates called to interview will be asked a series of competency questions to allow them to demonstrate how their knowledge, skills and attitudes align with IMI’s values and culture.

How to apply:

All applications must be submitted through IMI’s applicant tracking system at:

<https://imi.peoplehr.net/Pages/JobBoard/Opening.aspx?v=88eb11c0-fe94-4bdf-a008-34bd3c497320>

Closing date for applications is 5pm Friday 4 August 2023

Applications should include:

1. A comprehensive CV giving details of relevant achievements and experience in previous positions as well as your education and professional qualifications.
2. A covering letter that summarises your interest in this position, providing evidence of your ability to match the criteria outlined in the Candidate Requirements.

Please Note that Candidates must have a valid visa/work permit.

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